

Screen Title: Estimate Accrual Transaction Screen

Screen Number: PM050

Purpose: The Estimate Accrual Transaction Screen (PM050) is used to record an estimate accrual transaction at the point in time the related goods or services are delivered. The Estimate Accrual Transaction Screen allows the posting of monthly, quarterly, or year-end accruals.

General Information: This PM050 is used for no way and two way match documents. Upon approval of the PM050 it will generate a shell invoice much like the Receiving Ticket Transaction Screen (PM030).

Exceptions: 1. None applicable

Processes:

- Estimate Accrual
- Reverse Estimate Accrual

Business Rules: None

Hard Coded Transaction Codes and Values:

- Document Source – COMMIT = Commitment, OBLIG = Obligation, NONE = None

Required Tables and Values:

- GL021 – code ACCR for Invoice Types
- GL004 – Bureau Code
- PM002 – Vendor Maintenance Screen
- GL021 – code CDITEM for Item Type
- PM077 – Prompt Payment Type

Forms: None


Reports: PM130a – Print Unapproved Invoice Aging Report

[illegible]

Estimate Accrual Transaction Screen Process

The Estimate Accrual Transaction Screen (PM050) is accessed from the **PMTRAN** menu. To complete the Estimate Accrual Transaction Screen, the following fields must be entered:

Field Name	Action
G/L End Date	Press HOME and select the general ledger end date for recording this transaction and press ENTER . Or if the pre-populated G/L Date is correct press ENTER OR TAB .
All Items	Type Y if all items from the purchase order need to have an estimate accrual and press ENTER . Type N to manually specify which items in the detail block need to have an estimate accrual and press ENTER OR TAB .
Inv: Type	Press HOME and select the invoice type and press ENTER . Or type the invoice type and press ENTER OR TAB .
Inv: No	Type the invoice number and press ENTER OR TAB .
Doc: Source	Press HOME and select the document source and press ENTER . Or type the document source and press ENTER OR TAB .
Type	Press HOME and select the document type, number, release, date, reference, and feeder system number then press ENTER . Or type the document type, number, and release and press ENTER OR TAB .
Source Reference	If applicable, type the source reference number for a supporting external document and press ENTER OR TAB .
For: Bureau Code	Press HOME and select the bureau code and press ENTER . Or type the appropriate bureau code and press ENTER OR TAB .
Vendor: No	Press HOME and select the vendor number and ID number and press ENTER . Or type the appropriate vendor number and ID number and press ENTER OR TAB .
Approved:	This field indicates whether the document has passed all system edits, and applicable debits and credits have been recorded in the general ledger. When this

Field Name	Action
	flag is set to Y , the document is read-only and cannot be updated. This field defaults to N and cannot be changed to Y until all required fields are completed.
Notes	Press F2 to access the notes pop-up to record any comments and press F5 .
Item No	Press HOME and select the item number from the source document and press ENTER . Or for no match items type the item number starting with 1 and press ENTER OR TAB .
Item Type	This field is populated based on the purchase order details for matched documents. For no match documents press HOME and select the item type and press ENTER OR TAB .
RI	<p>This field is populated based on the purchase order details for matched documents. For no match documents press HOME and select D for dollar amount or Q for quantity and press ENTER OR TAB.</p> <p> Key Information – Estimated accruals for no match documents can be EITHER Dollar Based (D) or Quantity Based (Q)</p>
Accrued Today	Type the amount accrued today and press ENTER OR TAB . If the RI Method is Q enter the quantity accrued today, if RI Method is D enter the dollar amount accrued today.
Unit Price	Type the unit price for quantity based accruals. This amount is derived for dollar based accruals.
PP Type	This field is populated based on the purchase order details for matched documents. For no match documents press HOME and select the prompt pay type for the item and press ENTER . Or type the prompt pay type and press ENTER OR TAB .
Dsc	Type a description of the estimate accrual and press F5 . This field is optional.

Estimate Accrual Transaction Screen						2:2 pm050	
Item: No	1	Type	MISC	Qty Acr'd	1.000	Amt Acr'd	500.00
MDL	Percent	Accrued Quantity	Accrued Amount	(For 2-Way Match only) Remaining Ordered		FY ACCS	
						< >	
						< >	
						< >	
						< >	
Total							
Query caused no records to be retrieved.							
Count: *0						<List><Replace>	

Field Name	Action
MDL	This field is populated based on the purchase order details for matched documents. For no matched documents, type the multiple distribution line number for the account distribution starting with 1 and press ENTER OR TAB .
Percent	This field is populated based on the purchase order details for matched documents. For no matched documents, enter the percentage of the item to distribute to this account classification code and press ENTER OR TAB .
FY	Type the two-digit designation for the fiscal year and press ENTER OR TAB .
ACCS	Type the chargeable ACCS for this estimate accrual and press ENTER OR TAB .

The Estimate Accrual Transaction Screen (PM050) contains the following fields:

Field Name	Description	Attributes	Derivation Source	Query Field
EA: ID	The unique, system-generated number used to uniquely identify the estimate accrual transaction in the general ledger.	Derived	System generated.	Y
DATE	The transaction date of the estimate accrual. This field defaults to the current day's date.	Derived	System generated.	Y
G/L END DATE	The general ledger end date for recording this estimate accrual. This field defaults to the minimum open accounting period for the current day's date. The required format for this field is DD-MMM-YYYY , e.g., 31-MAY-2000.	Required. To select a valid general ledger end date press HOME .	Valid values are maintained in GL001.	Y
ALL ITEMS	The flag indicating whether all items on the purchase order are to have an estimate accrual. Valid values are Y for yes and N for no. The default value for this field is an N . NOTE: When a Y is entered, all items associated with the purchase order will appear in the detail block of the estimate accrual. Any items that are not to be accrued may be deleted from the detail block. When an N is entered in this field, information in the detail block must be manually entered.	Required.	Entered by user.	Y
INV: TYPE	A valid accrual document type, i.e. VINV for vendor invoice.	Required. To select a valid accrual document press HOME .	Valid values are maintained in GL021 – code ACCR.	Y
NO	The vendor's invoice number.	Optional	Entered by user.	Y
DOC: SOURCE	The source document type, i.e., OBLIG for an obligation document.	Required. To select a valid source document press HOME .	Hard coded in screen.	Y

TYPE	The type of document for the source specified in the previous field, e.g., PO for purchase order, which is a type of obligation.	Required. To select a valid document type press HOME .	Valid values are maintained in GL021.	Y
NO	The document number.	Required. To select a valid document number press HOME .	Valid values are maintained in FM040/FM041.	Y
SOURCE REFERENCE	A user-defined value for a supporting external document or transaction, if applicable.	Optional.	Entered by user.	Y
STATUS	The status of the estimate accrual document.	Derived.	System generated.	Y
FOR: BUREAU CODE	The code that uniquely identifies a bureau.	Required. To select a valid bureau code press HOME .	Valid values are maintained in GL004.	Y
NAME	The name assigned to the bureau code.	Derived.	System generated.	N
VENDOR: NO	The vendor from which the items were ordered.	Derived.	System generated.	Y
NAME	The name of the vendor.	Derived.	System generated.	N
APPROVED:	The flag indicating whether the document passed all system edits and applicable debits and credits were recorded in the general ledger. When this flag is set to Y , the document is read-only and cannot be updated. Valid values are Y for yes and N for no. This field defaults to N and cannot be changed to Y until all required fields are complete.	Required.	Entered by user.	Y
BY	The name of the person applying the approval.	Derived.	System generated.	Y
DATE	The effective date of the approval. This field defaults to the system date when the approval flag is set to Y .	Derived.	System generated.	Y

NOTES	A 240-character field used to record notes or comments about the Estimate Accrual Transaction.	Optional.	Entered by user.	N
ITEM NO	The item number from the obligating document or if it is a no match document start with 1.	Required. To select a valid item number press HOME .	Entered by user.	Y
ITEM TYPE	The item type code, e.g., SERV for service, EQUIP for equipment.	Required. To select a valid type press HOME .	Valid values are maintained in GL021 – code CDITEM.	Y
RI	The receiving/invoice method for this invoice. Valid values are Q for quantity based and D for dollar based.	Required.	Entered by user or defaults from the purchase order.	N
ACCRUED TODAY	The amount of the item that is to be accrued for this estimated accrual.	Required.	Entered by user.	Y
ACCR TO-DATE	The total amount of the item that has been accrued to date.	Derived.	System generated according to previous record of PM050.	Y
OVR TOLERAN	The amount of the item accrued that is over tolerance.	Derived.	System generated according to PM010.	Y
UNIT PRICE	The price per unit of the products/services accrued.	Derived.	System generated.	N
PP TYPE	The prompt pay type for this item. This value defaults to the prompt pay type associated with the commodity code recorded for this item in the purchase order.	Required. To select a valid prompt pay type press HOME .	Valid values are maintained in PM077.	N

DSC	The description of the estimate accrual.	Optional. Press F2 to access the pop- up.	Entered by user.	N
ITEM: NO	The item number from PM050 page 1.	Derived.	System generated according to PM050 page1.	N
TYPE	The item type of the item for which the multiple distribution line (MDL) is being displayed.	Derived.	System generated according to PM050 page1.	N
QTY ACR'D	The quantity accrued from PM050 page 1.	Derived.	System generated according to PM050 page1.	N
AMT ACR'D	The amount accrued from PM050 page 1.	Derived.	System generated according to PM050 page1.	N
MDL	The system-assigned multiple distribution line number for the account distribution. NOTE: If Y is entered in the ALL ITEMS field, the system automatically retrieves and displays all open line items from the obligating document. You may then delete the line items or MDL that are not being accrued.	Required. To select a valid multiple distributio n line press HOME.	Entered by user.	Y
PERCENT	The percentage of the items to distribute to this account classification code. NOTE: You can indicate a percentage or dollar amount for the multiple distribution line(s).	Required.	Entered by user.	Y
ACCRUED QUANTITY	The quantity accrued for this multiple distribution line.	Required.	Entered by user.	Y
ACCRUED AMOUNT	The amount accrued for the multiple distribution line.	Derived.	System generated.	Y
REMAINING	The amount not yet accrued prior to this estimate accrual.	Derived.	System generated.	Y

ORDERED	The amount ordered for this multiple distribution line.	Derived.	System generated.	Y
FY	The two-digit designation for the fiscal year, i.e., 00 for 2000.	Required.	Entered by user.	N
ACCS	The individual elements (e.g. bureau, project-task, fund, program, organization, object class, and user-defined field) making up the account classification code structure that is used to record the general ledger impact (i.e., debits and credits) for the transaction.	Required.	Entered by user.	N
TOTAL	The line totals of all multiple distribution line(s) for this item.	Derived.	System generated.	N